SECRET

9 April 1970

Mr. Coffey:
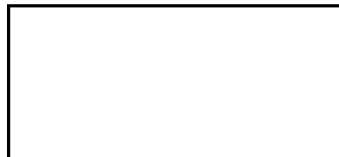
In reply to the two questions you raised regarding the next Support Services Course for CTs, I have confirmed the following with _____(OTR) who will conduct the Course:

25X1

     a. The proposal is to keep the Support CTs as an integral group for the Grid Course rather than mix them in with the more senior officers (13/14) who attend the Grid Course when it is given three or four times a year, apart from the Midcareer Course.
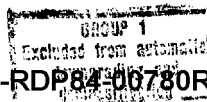
     b. We do have two Support Directorate CTs who have not attended this Support Course (_____ O/ Commo and _____ O/Personnel). There are two men in the current CT Course who are coming to the Directorate _____ O/Logistics and _____ O/Security). Further there is a possibility that four additional CTs who are presently earmarked for DD/P may opt for the DD/S. This combined group of eight CTs would constitute, per _____ an ideal size group for the October/November Support Course.

25X1
25X1

25X1

25X1

Should the four CTs earmarked for DD/P not come to the DD/S, we would propose that we insert three or four non-CT S Officers (GS-09/11 range) who would benefit from the Course.

The rationale for eight being an ideal group is that they would be highly mobile as a unit (unlike 12 or 15) and could readily move from place to place.

25X1

GROUP 1
Excluded from automatic

ILLEGIB

9 March 1970

Mr. ☐
Mr. Coffey ☐

     This Course outline for Support CT's
looks fine. I have discussed with OTR individual
items of instruction that fall within broad terms
such as Finance and State Admin Officer topics.

     My only question is who is going to
attend the Course in October. It is my under-
standing that there are only two Support CT's
in the current class.

STAT

DTR-**4647**

MEMORANDUM FOR: Deputy Director for Support

SUBJECT   : Support Services Course for CTs

REFERENCE   : Memo dtd 17 Sep 69, to DTR, frm
                     DD/S, same subject

    1. The attached course schedule indicates current plans
of the Support School for the design and substance of the course
tentatively scheduled to be given 12 October - 6 November 1970
to the career trainees of the Support Directorate available for
training at that time. Although this schedule should not be
considered the final version, it indicates quite clearly the
general lines along which we plan to proceed and it reflects
many of the ideas suggested by former Support Directorate
career trainees.

    2. As indicated in reference, a Support Services Course
was contemplated for April, but as you are aware, under the
new Career Training Program the Support CTs in the present
class will not be available for this advanced training until October.

25X1

HUGH T. CUNNINGHAM
Director of Training

Att

S E C R E T

SUPPORT SERVICES COURSE FOR CTs

25X1

[   ] Magazine

Monday, 28 September 1970

1530 - 1700   Briefing on Grid, handout, pre-work,
               briefing on course format.

25X1

FIRST WEEK

25X1

[   ] Magazine

Monday, 12 October through Saturday, 17 October 1970

0830 - 1700   Monday through Friday - Managerial Grid
0830 - 1200   Saturday   "   "

SECOND WEEK

25X1

[   ] Magazine

Monday, 19 October 1970

0830 - 0900   Administration and Study   Staff

0900 - 0945   Introduction to Course, Security   Staff
               Briefing, Pre-Test

0950 - 1040   Read: Hqs. Regulations[   ]   Staff   25X1

1040 - 1055   Break

1055 - 1200   Welcome to Support Services;   Senior Speaker
               Careers in the Directorates

1200 - 1300   Lunch

1300 - 1345   Role of the Support Officer   [   ](?)   25X1

S E C R E T

Monday, 19 October 1970 (cont'd)

1345 - 1445	Regulations Exercise: [ ]	Staff	25X1
1445 - 1500	Break		
1500 - 1520	Movie: "Man and the Computer"	Staff	
1520 - 1630	SIPS: What it is and what it does	Panel	
1630 - 1700	Optional Reading and early departure for Transportation connections		

Tuesday, Wednesday, Thursday, 20, 21, 22 October 1970

0830 - 1700	ADP Orientation Course

Friday, 23 October 1970

0830 - 0900	Administration and Study	Staff	
0900 - 1000	Legal Aspects of CIA	Off. of General Counsel	
1000 - 1015	Break		
1015 - 1115	Regulations Exercise [ ]	Staff	25X1
1115 - 1200	PPB in the Support Directorate		25X1
1200 - 1300	Lunch		
1300 - 1430	Seminar - The CT and his Role in Support Now and in the Future		
1430 - 1445	Break		
1445 - 1550	Records Management in CIA		
1550 - 1630	The CIA Story - In and Out of Print		
1630 - 1700	Optional Reading and Early Departure for Transportation connections		

- 2 -

THIRD WEEK

25X1

Monday, 26 October 1970

0830 - 0900	Administration and Study	Staff
0900 - 1200	Finance Presentation	Staff and Finance Personnel
1200 - 1300	Lunch	
1300 - 1320	Provide students Inquiry Task Assignments	Staff
1320 - 1445	Training Presentation	Staff and Training
1445 - 1500	Break	
1500 - 1600	Training Presentation	Staff and Training
1600 - 1700	Arrange Inquiry Interviews, Optional Reading and early Departure for Transportation connections	

Tuesday, 27 October 1970

0830 - 0900	Administration and Study	Staff
0900 - 1200	Security Presentation	Staff and Security
1200 - 1300	Lunch	
1300 - 1630	Personnel Presentation	Staff and Personnel
1630 - 1700	Optional Reading, early Departure for Transportation connections	

Wednesday, 28 October 1970

0830 - 0900	Administration and Study	Staff
0900 - 1200	Logistics Presentation	Staff and Log

- 3 -

S E C R E T

Wednesday, 28 October 1970 (cont'd)

1200 - 1300	Lunch	
1300 - 1430	Medical Presentation	Staff and Medical
1430 - 1445	Break	
1445 - 1630	Communications Presentation	Staff and Commo
1630 - 1700	Optional Reading and early Departure for Transportation connections	

Thursday, 29 October 1970

0830 - 0900	Administration and Study	Staff
0900 - 0935	Human Relations Inventory (Individual)	Staff
0935 - 1030	Human Relations Inventory (Team)	Staff
1030 - 1040	Break	
1040 - 1100	Human Relations Inventory Feedback	Staff
1100 - 1200	Case Studies	Staff
1200 - 1300	Lunch	
1300 - 1330	Team Exchange of Case Studies	Staff
1330 - 1415	Motivation in the World of Work	Staff
1415 - 1430	Break	
1430 - 1530	Perception: A Program Learning Design and Lecture	Staff
1530 - 1630	Problem Solving/Decision Making	Staff
1630 - 1700	Optional Reading and early Departure for Transportation connections	

- 4 -

S E C R E T

Friday, 30 October 1970

0830 - 0900	Administration and Study	Staff
0900 - 0930	Case Studies (Individual)	Staff
0930 - 1015	Case Studies (Team)	Staff
1015 - 1045	Team Exchange of Case Studies	Staff
1045 - 1055	Break	
1055 - 1130	The Fitness Report: Discussion/Exercise	Staff
1130 - 1200	"Construction" planning Execution and Critique	Staff
1200 - 1300	Lunch	
1300 - 1400	Continue "Construction" segment	Staff
1400 - 1630	Communications Inventory: Problems, Practices and Myths	Staff
1630 - 1700	Optional Reading and early departure for Transportation connections	

FOURTH WEEK

25X1

Monday, 2 November 1970

0830 - 0900	Administration and Study	Staff
0900 - 1045	Overseas Desk hopping session	3 CTs (former)
1045 - 1100	Break	
1100 - 1200	Open Discussion on overseas activity, ops, etc.	Staff, COS, former CT
1200 - 1300	Lunch	

- 5 -

Monday, 2 November 1970 (cont'd)

1300 - 1400	Cover Considerations in the CIA	Cover Staff
1400 - 1500	The Support Officer [ ] Admin Officer Overseas - Panel	and Staff
1500 - 1515	Briefing on Inquiry Problem and Schedule	Staff
1515 - 1545	Travel to Headquarters	
1600 - 1700	Visit with area Division Chief of Support	

25X1 (beside 1400-1500 row)

Tuesday, 3 November 1970

25X1

In the Field [ ] working on Inquiry problem.

Wednesday, 4 November 1970

0830 - 1400	Conclude data finding for Inquiry problem and develop summary for presentation	
1400 -1630	Present findings, discuss results	Staff
1630 - 1700	Optional reading, early departure for Transportation connections	

Thursday, 5 November 1970

0830 - 0900	Administration and Study	Staff
0900 - 1000	Central Processing and what it does	CP personnel
1000 - 1015	Break	
1015 - 1045	Regulations Exercise: [ ]	Staff
1045 - 1200	Career Service concept - Panels, promotions, assignments	Panel of Career Service Officers and Staff
1200 - 1300	Lunch	

25X1 (beside 1015-1045 row)

- 6 -

Thursday, 5 November 1970 (cont'd)

1300 - 1400	Cable Secretariat - Functions and Problems	☐ 25X1
1400 - 1415	Briefing for Night Watch	Staff
1700 - 2000	Group A on duty with Night Security Officer at Headquarters	
2000 - 2300	Group B on duty with Night Security Officer at Headquarters	Staff

Friday, 6 November 1970

0830 - 0900	Administration and Study	Staff
0900 - 0930	Student Outline of Own Career	Staff
0930 - 1030	Interchange of outlines and discussion	Staff
1030 - 1045	Break	
1045 - 1130	Welcome Aboard to Support Directorate	Senior Speaker
1130 - 1230	Lunch	
1230 - 1330	Post Test	Staff
1330 - 1500	Course Critique, Check Out, Administration	Staff